

# POSITION DESCRIPTION



<b>TITLE</b>	Plant Operator/Labourer
<b>DEPARTMENT</b>	Road Department
<b>AWARD</b>	Queensland Local Government Industry (Stream B) Award – State 2017
<b>CLASSIFICATION</b>	LGEA Level 4 - 6
<b>REPORTING OFFICER</b>	RMPC/TIDs Maintenance Officer
<b>DELEGATIONS</b>	As per Councils Register of Delegations

## ORGANISATIONAL VALUES

Are the fundamental beliefs that define our culture and behavior, reinforcing our relations with each other and our community.

**COMMUNICATION** We are “HOT” Honest, Open & Two-way - It is the transaction of ideas, thought, information, facts & values between council, staff & community

**FUN** We laugh together, We work together - Work is only work if you make it so. In every job that must be done there is an element of fun.

**POTENTIAL** We encourage growth - Giving everyone a chance to reach their full potential is the best work anyone can do.

**COURAGE** We plan to succeed – Excuses for failure are not documented. Fear is not present because no one ever works alone. Change is constant, growth is optional

**SAFETY** We think, act & promote safety – Safety isn’t a slogan it is a way of life.

**COMMITMENT** We are passionate & engaged – Commitment ignites our actions and drives our performance. It fuels our passion for a job well done.

## DEPARTMENT SUMMARY

To support the Road Services Department to ensure services are delivered professionally, through technical understanding of engineering processes and ensure contracts and projects are scoped and delivered effectively.

## OBJECTIVES

To provide a broad range of Plant Operations & labouring duties to support to the Road Services Department, with planning and satisfactorily delivering work activities associated with construction and maintenance of Council roads and infrastructure in order to achieve Councils goals and objectives. Ability to identify and recommend opportunities, which would facilitate better services to customers or would improve efficiency or reduce costs and contribute positively to Council’s goals and objectives is another objective within this role.

## KEY RESPONSIBILITIES

### Plant Operation

- Operate vehicles, machines and hand tools including operator inspections and basic maintenance.
- Undertake all maintenance and construction tasks associated with the Council’s infrastructure including maintenance and construction of assets.

- 
- Drive & Operate Councils machinery in line with Local, State & Federal laws & legislations
  - Complete pre-start on vehicles and report any defects or problems to supervisor, e.g. equipment or safety concerns.
  - Provide high quality works that conform to required specifications and/or works practices.
  - To be committed to working with site supervisor in achieving high quality work in a timely manner and meet with budgetary constraints.
  - Actively participates in planning and recommending possible ways in which allocated tasks and responsibilities can be carried out more effectively and efficiently.
  - Enhance customer service by communicating with the general public, suppliers and other Council employees in a courteous, cooperative and competent manner.
  - Must be capable of working harmoniously and productively in a diverse and multi skilled work team environment.
  - Perform routine minor repairs, daily pre-start checks and operator maintenance in accordance with the manufacturer's specifications, report maintenance and service requirements to team leader or workshop as appropriate. Have a customer-oriented perspective with regard to ratepayers and other external customers.

#### **Other Duties**

- Undertake general labouring duties including, bitumen patching, pipe laying and concreting.
- Achieve harmonious co-operation with other personnel in Councils organization.
- Provide efficient and courteous customer service to Councils customers.
- Demonstrated high level ability to follow work practices, policies, procedures, instructions, guidelines.
- Oversee the maintenance of Plant and Equipment to ensure machinery is kept in good order and in accordance with the operator's manual, council procedures & good practice.
- Work effectively as a team member to assist senior staff to continuously improve work processes and develop new practices as required.

#### **Workplace Health and Safety**

- Maintain a safe workplace and work procedures for your own individual safety and for the safety of both other team members and the general public in accordance with WH&S guidelines.
- Actively participate in Toolbox meetings.
- All Bulloo Shire Council Workers are to comply with Bulloo Shire Council WHS Policies and Procedures, be proactive in the identification and management of hazards, consult and communicate with others and work in a healthy and safe manner.

## **REQUIREMENTS OF THE POSITION**

### **NECESSARY SKILLS & EXPERIENCE (SELECTION CRITERIA):**

#### **(R) - Required / (D) - Desirable (training could be provided)**

- Demonstrate communication skills to deal with members of the public and other Council staff **(R)**
  - Ability to recognize potential hazards that could be a risk to council employees or the general public **(R)**
  - A sound level of numeracy and literacy in order to follow basic instruction and make simple reports **(R)**
  - Ability to productively work autonomously and in a team environment **(R)**
  - Be physically capable of performing heavy labour duties **(R)**
-

- 
- Ability to communicate effectively and understand and follow written and verbal instructions **(R)**
  - Ability to resolve minor problems on the job **(R)**
  - “HR” class or higher Driver’s Licence or be willing and able to obtain **(R)**
  - General Construction Induction Card **(R)**
  - Possession of current tickets but not limited to; Excavator, Backhoe Front End Loader, Roller, Skid Steer, Grader & Forklift **(D)**
  - Previous experience in road construction **(D)**
  - Certificate III in Civil Construction **(D)**

## DUTY OF WORKERS

While at work, a worker must:

- (a) take reasonable care for his or her own health and safety; and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act; and
- (d) co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

## DUTIES OF WORKER USE PPE

- (1) This section applies if a PCBU provides a worker with PPE.
  - (2) The worker must, so far as the worker is reasonably able, use or wear the equipment in accordance with any information, training or reasonable instruction by the PCBU.
  - (3) The worker must not intentionally misuse or damage the equipment.
-